

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

**May 15, 2020**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, Friday, May 29, 2020.**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at [rps@admin.sc.gov](mailto:rps@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms).

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
DEPARTMENT OF CHILDREN'S ADVOCACY-CONTINUUM OF CARE  
OFFICE SPACE IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – DEPARTMENT OF CHILDREN'S ADVOCACY- CONTINUUM OF CARE**

- Location: CHARLESTON, SOUTH CAROLINA
- Expected occupancy date: July 1, 2020
- Total space needed is approximately 2,850 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
  - 1 private office for director of approximately 180 square feet
  - 2 private offices for professional staff of approximately 120 square feet each
  - 9 workstations for staff of approximately 48 square feet each (landlord to provide workstations)
  - 1 small break room with seating for 4 people at a time of approximately 120 square feet
  - 1 copy/printer/mail/supply area (to include dedicated floor mounted printer, storage and mail slots) of approximately 200 square feet
  - 1 large storage open room of approximately 250 square feet
  - 1 medium reception area to accommodate seating for up to 4-6 people at a time of approximately 100 square feet
  - Training/conference room of approximately 350 square feet to accommodate 12-15 people
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.



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- 23 parking spaces are required, 2 of which should be reserved for handicapped parking. State availability of reserved parking spaces.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for a 5-year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies (cleaning to be in accordance with recommendations of U.S. Centers for Disease Control and Prevention (CDC) using products approved by the USEPA for use against the virus that causes COVID-19), grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms) or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services by **4:00 PM, FRIDAY, MAY 29, 2020.**
- All proposals must be in writing and submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with Department of Children's Advocacy. Direct contact can be cause for automatic disqualification.





**Henry McMaster**, Governor  
**Marcia S. Adams**, Executive Director

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**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
PHONE: 803-737-0644  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)

